

CHAPTER 165 EVALUATE FAR PART 145 REPAIR STATION'S FACILITIES AND EQUIPMENT

Section 1 Background

1. PTRS ACTIVITY CODES

A. *Maintenance:* 3378

B. *Avionics:* 5378

3. OBJECTIVE. This chapter provides guidance for evaluating a FAR Part 145 repair facility for original certification, change in rating, or change in location or facilities.

5. GENERAL

A. When determining the suitability of permanent housing for the maintenance of airframes, the inspector should consider climatic conditions. This is to determine if worker efficiency will be adversely affected by high or low temperatures, excessive dust or sand, or other conditions. The inspector should also consider the maintenance being performed to determine if work processes are affected adversely by conditions.

B. Because of the requirement for biennial testing of systems on aircraft operating under IFR and other specialized services such as X-ray, magnaflux, etc., there may be a need for a station to have the capability to move from location to location.

(1) Certificate holder/applicants may move any or all of their material, equipment, and technical personnel from place to place for the purpose of performing their functions. The address shown on the repair station application will be considered the station's permanent location.

(2) If the station wishes to establish an additional location different than that shown on the application, the certificate holder/applicant should apply for satellite certification. If facilities exist that the certificate holder/ applicant does not want certificated as a satellite station,

they must be inspected and accepted by the Administrator prior to being used.

C. Applicants for Class 1, 2, or 3 Accessory or Instrument ratings must possess the equipment and have the capability to inspect, test and, where necessary, calibrate the items that will be worked on.

7. SATELLITE REPAIR STATION INSPECTIONS

A. An approved repair station may apply for certification of additional facilities or locations as satellites of a parent organization. This enables the parent facility to control inspection procedures at each facility and location. Each satellite must satisfy all requirements of Part 145 for each rating sought. A satellite facility inspection is conducted in the same manner as a repair station facility inspection.

B. A letter must accompany the application. This letter must:

- Request the application be processed
- Indicate when the facilities and equipment will be ready for inspection
- Show the certificate number of the parent station

C. An application for the satellite station need not be limited to the ratings held by the parent organization. The ratings sought by the satellite must be on the application.

D. A U.S.-certificated repair station wishing to operate a satellite maintenance facility in a foreign country must apply for a foreign repair station certificate, not a satellite certificate.

9. FOREIGN REPAIR STATIONS INSPECTIONS

A. The supervisory or inspection personnel of a foreign repair station must be able to understand the Federal Aviation

Regulations and the maintenance and service instructions of the articles to be worked on. These personnel are not required to hold U.S. airmen certificates.

(1) If no certificate is held, determination of performance qualifications is made by using oral tests, practical tests, or any method acceptable to the Administrator.

(2) Supervisory personnel or personnel responsible for the final inspection of work on an aircraft of U.S. registry at a foreign repair station must be able to read, write, and understand English.

B. Although foreign repair stations are not required to comply with FAR §§ 145.61 and 145.63, foreign repair stations are required to make reports and keep records in compliance with FAR § 145.79.

11. CONTRACT MAINTENANCE FACILITIES

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

- Knowledge of the regulatory requirements of FAR Part 145
- Successful completion of Airworthiness Inspector's Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent

B. *Coordination.* This task may require coordination with another specialty or district office, and the certificate holder/applicant.

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- FAR Parts 43, 65, 121, 125, and 135

A. FAR § 145.11 requires an applicant for a repair station certificate to provide a list of maintenance functions to be performed by other persons. To ensure the original certification criteria will continue to be met, the certificate holder must submit a revised listing when changes occur. It is the inspector's responsibility to ensure that FAR Part 145, Appendix A, allows the work to be contracted out. This listing must be retained in the district office files.

B. If work is contracted out to a non-certificated person, the certificate holder/applicant is responsible for ensuring that all work is performed in accordance with regulatory requirements.

C. If a certificated repair station intends to perform job functions that were previously contracted out, principal inspectors should plan to observe these functions during surveillance. If this requires the addition of facilities or equipment to perform these functions, they must be inspected prior to use.

- Advisory Circular 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended

- Order 8300.10, Vol. 2, Chs. 162, Certificate FAR Part 145 Domestic Repair Station/Satellite Station, 163, Certificate FAR Part 145 Foreign Repair Station, and 164 Evaluate FAR Part 145 Inspection Procedures Manual/Revision

B. Forms

- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating

C. Job Aids. None.

5. PROCEDURES

A. *Receive/Review the Application Documents/Inspection Procedures Manual.* Review the application for accuracy a

determination of ratings or location applied for. Also determine if any maintenance functions will be contracted out.

B. *Evaluate the Housing and Facilities.* Inspect the following:

(1) Housing and shop areas to ensure the following:

(a) Adequate housing includes sufficient work space for maintenance functions to be accomplished

(b) If requesting an airframe rating, that housing includes:

- Suitable permanent housing for at least one of the heaviest aircraft within the weight class of the rating being sought
- If climatic conditions allow, a permanent work dock that meets the requirements of FAR § 145.35(a)

(c) Proper storage and protection of:

- Materials
- Parts
- Supplies

(d) Proper identification and protection of parts and subassemblies during:

- Disassembly
- Cleaning
- Inspection
- Repair
- Alteration
- Assembly

(e) Segregation of the following:

- Incompatible work areas, e.g., metal shop, battery charging area, or painting area next to an assembly area
- Unpartitioned parts cleaning areas

(f) Proper ventilation, lighting, and temperature and humidity for the type and complexity of work being accomplished

(2) Technical documents to ensure that documents:

- Are in compliance with FAR § 145.57
- Are appropriate for the maintenance to be performed
- Are current, accurate, and complete and in repair station's possession
- Are easily accessible to personnel
- Include a method to ensure that revisions are made

(3) Equipment, tools, and test equipment, per rating sought, to ensure:

(a) Required types and quantities are available and under the control of the repair station

(b) All required items are serviceable and within calibration criteria, to include traceability to one of the following:

- The National Institute of Standards and Technology
- Standard established by the item's manufacturer
- If foreign manufactured, the standards of the country where manufactured, if approved by the Administrator

- A recordkeeping system of calibration results

NOTE: If the repair station utilizes an engine test cell, it must be correlated to the manufacturer's specifications.

C. *Review Personnel Roster.* Ensure that:

(1) Personnel directly in charge of maintenance functions for the repair station are certificated in accordance with FAR Part 65, as required by FAR § 145.39(d)

(2) The certificate holder/applicant has a roster of supervisory and inspection personnel that lists at least one appropriately certificated airmen in a supervisory position.

(3) The certificate holder/applicant's roster includes inspectors authorized to make final airworthiness determinations

(4) That technical supervisory personnel in propeller or instrument repair stations are certificated as provided for in FAR Part 65, Subpart E

NOTE: In radio repair stations, technical supervisory personnel may be certificated airframe mechanics or certificated repairmen, if appropriately experienced. The repairman certificate should carry the rating "Repairman - Radio."

D. *Analyze Findings.* If deficiencies were found, meet with certificate holder/applicant to discuss possible corrective actions.

7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Completion of this task will result in the one of the following:

(1) If the facilities were found acceptable:

- An entry on the application form in the "Findings - Recommendations" block (block 7) indicating that the facility is acceptable for certification
- A letter acknowledging the successful completion of the inspection
- Reissuance of the certificate indicating the new location, for a change in location
- For change in rating, if the manual, in accordance with Chapter 164, is found acceptable, reissue certificate and operations specifications indicating the change in rating

(2) If the facilities were found unacceptable:

- A letter describing any deficiencies that must be corrected prior to certification
- Schedule a follow-up evaluation to ensure that the corrective actions meet the requirements for certification

C. *Document Task.* File all supporting paperwork in the certificate holder/applicant's office file.

9. FUTURE ACTIVITIES. Perform follow-up inspection, as applicable.